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CH-11, 5 Apr 2005
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MILPERSMAN 1770-250

DEATH OF NAVAL DEPENDENTS AND CIVILIAN NAVAL EMPLOYEES

Responsible Office	NAVPERSCOM (PERS-62)	Phone:	DSN	882-2501
		TOLL FREE WITHIN U.S.	(800)	368-3202
			COMM	(901) 874-2501
			FAX	874-6654

References	(a) P.L. 107-14, 5 Jun 01
	(b) NAVADMIN 281/01
	(c) NAVMEDCOMINST 5360.1

Forms	NAVPERS 1070-602 (07-72), Dependency Application/ Record of Emergency Data
	SGLV-8283A (03-02), Claim for Family Coverage Death Benefits

1. **Purpose.** This article provides procedures for reporting the death of a servicemember's dependent when covered by Family Servicemembers' Group Life Insurance (FSGLI) (see references (a) and (b)) and civilians that died in the line of duty (see below).

2. **Reporting Requirement for Dependents.** The Active Duty or Naval Reserve member's commanding officer (CO) is responsible for submitting a casualty report. The report should be submitted via email to MILL_NavyCasualty@navy.mil. Initial and any supplemental messages should indicate the servicemember's name, rank, and social security number (SSN) in the subject line.

3. **Initial Reporting of Dependent Deaths.** The initial message should contain the following information:

- a. Dependent's name/SSN/relationship to servicemember.
- b. Command representative assisting the servicemember:
Name/rank/phone/facsimile (fax)/E-Mail.
- c. Specify "Dependent Death."
- d. Specify date of death/place/circumstances.
- e. Location of remains.

f. Specify if the deceased dependent was insured under the FSGLI program. If the deceased dependent was a spouse, specify the amount of SGLI coverage the servicemember maintained. If unknown, so state.

g. Date/time servicemember was notified of dependent's death.

NOTE: For a dependent child 18 years of age or older, the report must include evidence that (1) the child was, before attaining age 18, declared permanently incapable of self-support; or (2) evidence stating the child was 22 or below and actively pursuing a course of instruction at an approved educational institution.

4. **Required Documentation in Dependent Death Cases.** The following items are required for FSGLI claims processing:

a. **SGLV-8283A** - Must be completed and signed by the servicemember. This form may be obtained online at www.insurance.va.gov or PERS 62 Forms and documents.

b. **Death Certificate** - Final death certificate specifying cause of death.

c. **Verification of Dependency** - Servicemember's NAVPERS 1070/602 indicating the dependency of the deceased dependent. In cases where the NAVPERS 1070/602 has been changed and no longer indicates dependency, contact Navy Personnel Command (NAVPERSCOM) (PERS-62) for further instructions.

d. In the case of spousal deaths, the servicemember's **Leave and Earning Statement** will be required to show proof of premium payments.

5. **Claim Processing in Dependent Death Cases.** Applicable items should be transmitted by fax to:

Navy Personnel Command (PERS-62)
(901) 874-6654 (Commercial)
882-6654 (DSN)

Upon receipt of all applicable items, NAVPERSCOM (PERS-62) will certify, validate, and forward required documentation to Office of Servicemembers' Group Life Insurance.

6. **Death of Civilian Employees of the Navy**

a. **Reporting.** The following circumstances involving the death of a Navy civilian must be reported by priority message to Bureau of Medicine and Surgery (BUMED):

(1) Death occurring on a naval installation or aboard a naval vessel.

(2) Death occurring while an employee is in a travel or temporary duty (TDY) status away from his or her employing activity.

(3) Death occurring during a period of employment outside the country, territory, or possession of the decedent's place of actual residence.

Reference (c) provides additional details.

b. **Notification.** If the next of kin (NOK) resides within commuting distance of the employing activity, a responsible designated representative of that activity will make notification in person. When the NOK resides outside commuting distance, NAVPERSCOM (PERS-62) will direct the area Casualty Assistance Calls/Funerals Honor Support (CAC/FHS) Program Coordinator to assign a Casualty Assistance Calls Officer (CACO) from a naval activity located in the vicinity of the NOK's residence to make personal notification of the death. Normally after personal notification has been made, the CACO will be relieved of further responsibility. The local Human Resources Office will provide follow-on advice and assistance to the NOK.